

DEARBORN PUBLIC LIBRARY
LIBRARY COMMISSION MEETING MINUTES
October 14, 2016
APPROVED

- ATTENDEES:
- | | |
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| ➤ Chairperson Marcel Pultorak | ➤ Present |
| ➤ Vice Chairperson Ali Dagher | ➤ Present |
| ➤ Secretary/Treasurer Dr. Ryan Lazar | ➤ Present |
| ➤ Commissioner Barth Bucciarelli | ➤ Present |
| ➤ Commissioner Jihan Jawad | ➤ Present |
| ➤ Commissioner Michelle Jawad | ➤ Present |
| ➤ Commissioner Arrwa Mogalli | ➤ Absent |
| ➤ Commissioner David Schlaff | ➤ Present |
| ➤ Commissioner Nancy Zakar | ➤ Present |
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| ➤ Library Director Maryanne Bartles | ➤ Present |
| ➤ Deputy Director Julie Schaefer | ➤ Present |
| ➤ Administrative Librarian Steven Smith | ➤ Present |
| ➤ Department Technician Daniel Smith | ➤ Present |

I APPROVAL OF MINUTES

Commission Chairperson Marcel Pultorak called the meeting to order at 4:04pm. He announced that a motion is in order to approve the minutes from the September 9, 2016 Library Commission meeting.

- Motion made by Commissioner David Schlaff and second by Vice Chairperson Ali Dagher. The motion carried.

II BUDGET

The Administration is getting feedback from the division supervisors for their budget requests. The process begins in October to align with the City's budget timeline.

The Facilities Advisory Board discussed City parking lots at their most recent meeting. The parking lot at Henry Ford Centennial Library was rated as "fair," and crack seal was recommended. The city engineer said it would last five to six years. This will come out of the operating budget. The parking lots at the branches will be sealed, as well. Replacing the parking lot at HFCL would cost about \$600K, and was therefore deemed unfeasible.

The Library is considering asking for approval for a full-time security guard. Student misconduct is becoming a serious problem, and we can't levy any consequences short of calling the police. Furthermore, there is no realistic way of keeping track of every individual who we've reprimanded. We've experienced an astounding amount of disrespect for the Library and the staff. There is currently a high turnover rate among our security guards, and coverage is inconsistent. Few are willing to take the abuse they do for what they're paid. In the past, we used a third party security agency, but we rarely got the same people and they never knew the buildings or the rules. If we could get somebody full-time, our ideal candidate would be retired police or military, and could supervise and train the part-time guards.

The powerhouse plans to update their feeds to City buildings. A RFP will be created to hire a consultant. Eventually, the Library will pay for a portion of that update, but it will likely fall into the budget for FY18.

III FOUNDATION UPDATE

The Administration is currently assisting with the recording of donations from the Foundation's mailing campaign.

The Library's Automation staff helped them rebuild their website and it went live in September. A member of the Foundation's board will maintain it and act as content manager.

Robyn Mazza was elected as their new president in September.

IV INFORMATION ITEMS

A. Survey Update

The survey subcommittee completed the survey and it is now in Cobalt's hands. They will send us updates as they arise.

B. Mobile Hot Spot Update

The Library decided to subscribe to Tech Soup/Mobile Beacon for service. Their plan would cost \$1,500 for all ten devices we plan to circulate. We just paid the administrative fee. Next, the Library will apply for the devices, and we will be subject to their approval.

C. Veterans Day Reminder

In observance of Veterans Day, the original November meeting has been rescheduled for the week following. It will be held November 18, 2016.

D. Little Free Library

Dearborn Public Library sponsors this particular Little Free Library. It is set up at the John D. Dingell Transit Center on Michigan Avenue. Former Circulation Supervisor Veronica Susalla volunteered to manage it. The Library will incorporate it into circulation statistics. Brendan Hay built it as an Eagle Scout project. His family is trying to get Mayor Jack O'Reilly and Congresswoman Debbie Dingell to meet at the train station for a dedication. The ribbon-cutting is tentatively scheduled for November 12 or November 19. The Administration will notify the Commission once a date has been confirmed.

E. Library Hours

The 2017 calendar has been submitted. Henry Ford Centennial Library won't be affected by the change until June, when it will remain open on Saturday during the summer. The branches' new hours will be in effect starting in January. They will be closed Friday and open Saturday throughout the year. The MWD and STP unions were both made aware of the changes. We will prepare a press release in December.

F. Librarian I Hire

Laura Geiken was hired as Librarian I for Teen Services in HFCL's Youth Services division.

V ACTION ITEMS

A. 50th Anniversary of HFCL Groundbreaking – Amnesty

Administrative Librarian Steven Smith prepared a memorandum on behalf of the Outreach Committee. Many patrons have found themselves in a hole with their library fines and we want to give them an opportunity to start fresh. In celebration of the 50th anniversary of the HFCL Groundbreaking, for a limited time in December, fines will be excused in exchange for a card renewal, though current members can also have their fines waived.

While researching for the proposal, it was found that libraries in Los Angeles and Chicago have held similar events. While some fine revenue was lost, they saw a spike in their circulation numbers and membership. Patrons will still have to pay for lost material if it is not recovered. Chairperson Pultorak announced a motion is in order to approve.

- Motion made by Vice Chairperson Dagher, second by Commissioner Michelle Jawad. Motion carried.

VI COMMENTS

A. Library Programs

HFCL's Adult Services division is coordinating more programming. The Dearborn Genealogical Society helped out with an event in October. "Blood on the Mitten" author Tom Carr will be lecturing in November on infamous murders committed in Michigan. Fridays we send out a newsletter called "Book Sizzle" that goes out to Library Matters subscribers.

The situation with student behavior was revisited. The Administration has received complaints from adult patrons about the noise generated and general lack of respect displayed by some of the younger patrons. Director Bartles reached out to Dearborn Public Schools to explore ways we can work together to get it under control. Easily accessible surveillance video would be ideal, though visible security cameras could also serve as a deterrent. This will likely be discussed again in the future.

The meeting adjourned with no objection at 4:47pm